

FEDERAL PUBLIC DEFENDER

EASTERN DISTRICT OF VIRGINIA
1650 KING STREET, SUITE 500
ALEXANDRIA, VIRGINIA 22314
TELEPHONE: (703) 600-0800
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Michael S. Nachmanoff
Federal Public Defender

POSITION ANNOUNCEMENT

CLERICAL ASSISTANT – NORFOLK DIVISION

The Federal Public Defender's Office for the Eastern District of Virginia is accepting applications for the above position for its Norfolk office location.

General responsibilities include providing day-to-day receptionist and clerical support to office staff; records and case file management. Spanish language skills strongly preferred.

Applicants must possess 3 years general plus 1 year specialized experience in litigation support. The successful candidate will possess a demonstrated commitment to indigent defense; excellent interpersonal communication skills; oral & written English language skills; good judgment, initiative and resourcefulness; and basic knowledge of legal terminology & the legal process. Proficient in WordPerfect. All new hires will be fingerprinted for a background check

Starting salary classification range: JS-4/1 (\$27,990) to JS-7/1 (\$38,790). Federal Benefits. EEO Employer. **Closing date: August 27, 2012. Only applicants selected for an interview will be contacted.**

Qualified applicants may apply by forwarding a cover letter and resume via email or fax to:

Patricia Savieo, AO
Fax: 703-600-0880
email: patricia_savieo@fd.org